



**CERTIFIED PROFESSIONAL STAFF
CONSTITUENT MEETING MINUTES
August 16, 2017**

Attendees: Greg McVey (President), Chris DeGeare (Secretary), Dana Nevois, Kristen Yelton, Joette Klein, Allan Wamsley, Patti Christen, Michael Booker, Trish Aumann, Diane Arnzen, Stephanie Cage, Kathy Johnston, Terry Kite, Tasha Welsh, Kenny Wilson, Rob Brieler, Betty Linneman, and Kim Harvey (Administrative Liaison)

Guests:

| Agenda Item | Discussions |
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| I. Call to Order | The meeting was called to order at 2:00 p.m. |
| II. Welcome and Introductions | |
| III. Procedures for Constituent Groups and Shared Governance | Greg discussed the procedures for constituent groups and the opportunity they provide for shared governance. |
| IV. Outstanding Achievement Award - Certified Staff | Congratulations to Dan Smith, winner of the Jefferson College Foundation Outstanding Achievement Award! |
| V. Grievance Panel | Diane Arnzen will serve on the grievance panel and Holly Lincoln and Allan Wamsley will serve as alternates. Thanks to Diane, Holly, and Allan for volunteering! |
| VI. Viking Room Capital Project | Kenny Wilson presented ideas for a capital project request to renovate the Viking Room. All agreed the space needs updating. However, due to the anticipated costs, the group decided not to propose the project this year. |
| VII. Mission, Vision, & Values Task Force Presentation | Kenny Wilson and Trish Aumann presented plans to continue the task force's work this academic year. The task force has completed draft statements with input from survey responses collected in April. They plan to solicit feedback on the draft statements this semester. First, they will present the statements to the Strategic Planning Committee, then the Accreditation Committee, then the President's Leadership Council, and then to all constituent groups. |
| VIII. Nominations and Elections: Vice President & Secretary | Chris volunteered and was elected to continue serving as Secretary this year. No volunteers or nominations were received for the role of Vice President. Please volunteer or send nominations to Greg McVey by August 25 at 4:30PM. |
| IX. Brainstorming Project | The group discussed what we want to accomplish this year. It was noted that we do not want a meeting of report outs. Coffee hour was suggested. Service learning may be a possibility. Possibly a campus beautification project. Please send ideas to Greg McVey by September 8. We will discuss at our next meeting. |
| X. Dr. Cumiskey Meetings | Greg will meet monthly with Dr. Cumiskey to share certified staff questions, ideas, and concerns. Please send your questions to Greg McVey by September 8. |
| XI. Future Meeting Dates | Certified Professional Staff will meet at 1:00PM on Fridays, September 15, October 20, and December 1. Spring dates will be determined at a future meeting. |
| XII. Adjournment | The meeting was adjourned at 2:40 p.m. |

Minutes submitted by Chris DeGeare